

## Chapter VI – EMPLOYMENT OF CIVILIANS

### A. USE OF CIVILIAN RESOURCES

Policies governing the use of civilian **resources** to perform functions related to the DoD Food Service Program in food service facilities supported with appropriated funds located ashore in the Continental United States (CONUS) and overseas are prescribed herein.

#### 1. Definitions

a. *Appropriated Fund Food Service Activity.* A food service facility financed from appropriated funds which prepares and/or serves meals or components thereof to authorized personnel pursuant to DoD Directive 1338.10.

b. *“Appropriated Fund” Civilian Personnel.* Civilians employed by the Department of Defense who are paid from appropriated funds and who perform duties as cooks, bakers, meat cutters, food service attendants, and in food service management and food service supply.

c. *Contractual Food Service.* Food service is named as one of the categories of commercial and industrial activities which are subject to the requirements of DoD Instruction 4100.33, Commercial or Industrial Activities, Operation of. The services procured from private **commercial** sources which may encompass the operation and management of the entire food service function or fragment thereof, e.g., food service attendant support, bakery, or meat cutting to provide services which are separate and independent and not under the supervision of Federal employees.

d. *Food Service Attendant Service.* Apprentice Personnel identified with the maintenance of food service sanitary standards, general cleaning of food service equipment and facilities, assistance in food preparation and dispensing of food and other supportive services.

e. *Food Service Management.* Positions identified in which the incumbent is **responsible** for supervision of food service programs, facilities and/or activities, e.g., food service officer, food service superintendent, dining hall manager, training supervisor.

f. *Food Service Administration.* Positions identified in which the incumbent is responsible for clerical, filing, bookkeeping, cashier, requisition, **stock control**, and similar duties.

g. *Food Service Operations.* Functions connected with preparing, **serving**, and processing food, i.e., cooks, bakers, and meat cutters.

#### 2. Policy

a. Appropriated funded food service activities will employ only personnel paid from appropriated funds. Military personnel paid from the military personnel appropriations **will** be used only when military essentiality requirements are determined in accordance with paragraph **VI-A.3.a.** of this manual. Employees (including offduty military personnel) paid from other than appropriated funds will not be used in appropriated fund food service activities.

b. Pursuant to DoD Directives **1100.9** “Military-Civilian Staffing of Management Positions in the Support Activities,” **and** 1400.5 “Statement of Personnel Policy for Civilian Personnel in the Department of Defense,” and DoD Instruction 4100.33, only “appropriated fund” civilian personnel or contractual food service will be used in DoD appropriated fund food service activities unless there are military essentiality requirements which dictate the use of military personnel as part of their assigned duties.

c. All contract services will meet standards prescribed in DoD Directive 1338.10 and **DoD** Instruction 4100.33, and Section XXII, of the Defense Acquisition Regulation.

3. *Determinations.* The Secretaries of the Military Services will evaluate military positions in the food service functional areas of food service attendants, management, administration, and operations to ascertain whether or not they may be converted to civilian positions in accordance with the policy stated in paragraph **VI-A.2.** of this manual.

a. A determination that it is impracticable to so convert a military position will be based on one or more of the factors listed below.

(1) The need to maintain a military rotation base.

(2) The need to overcome the **lack** of an adequate civilian labor **pool** in a particular location or area.

(3) The need to provide a Military incumbent by reason of law.

(4) The need to maintain Military training or security requirements.

(5) The need to support military food service personnel career progression requirements.

(6) The need to support combat readiness requirements wherein civilian personnel cannot be used.

b. The Services will consider the nature, size, and location of the food service program and the availability of competent contractual resources in deter-

mining the *use* of contractor services. Criteria contained in Section IV B of DoD Instruction 4100.33 will apply.

*4. Implementation.* The Services will program and include annual increments thereof in regular **budget** submissions. Conversions may be **direct-hire** or **indirect-hire** civilian personnel and/or contractual food services.